

Kitchen

Code: ANCMF-AU-H-K-01 • Facility: Hospitality • Frequency: daily

Scope of Work

- Dusting all surfaces including shelves, ledges, and equipment.
- Wiping and sanitising all food preparation surfaces.
- Mopping floors with appropriate cleaning solutions.
- Cleaning and sanitising sinks and taps.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising kitchen appliances externally.
- Ensuring all cleaning equipment is cleaned and stored correctly.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Begin by dusting all high surfaces, working downwards.
3. Wipe and sanitise all food preparation surfaces using food-safe sanitiser.
4. Mop floors with a detergent solution, ensuring no residue is left.
5. Clean sinks and taps with disinfectant, ensuring all grime is removed.
6. Empty rubbish bins, replace liners, and sanitise bin surfaces.
7. Wipe down external surfaces of kitchen appliances with appropriate cleaner.
8. Inspect all areas for cleanliness and rectify any missed spots.

Equipment

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|----------------------------------|----------------------|--------------------|
| • Colour-coded microfibre cloths | • Mop and bucket | • Cleaning trolley |
| • Food-safe sanitiser | • Dusting tools | |
| • Detergent solution | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, grime, and stains. No odours present. Floors are spotless and dry. All bins are empty and sanitised. Equipment is stored neatly.
Good	Surfaces are mostly clean with minor dust or stains. No strong odours. Floors are clean with minimal residue. Bins are empty but may have minor odour. Equipment is mostly organised.
Pass	Surfaces have some dust or stains. Mild odours present. Floors are clean but slightly sticky. Bins are emptied but not sanitised. Equipment is stored but not organised.
Fail	Surfaces are visibly dirty with dust and stains. Strong odours present. Floors are dirty or sticky. Bins are full or not sanitised. Equipment is not stored properly.